

Work-Based Learning Experiences

New Administrators Workshop

September 15, 2015
Lansing, Michigan – Hannah Building



Work-Based Learning Contact

Beverly Brown, Program
Consultant
Michigan Department of
Education,
Office of Career and Technical
Education



SUMMARY OF PRESENTATION

- Work-Based Learning Defined
- Types of Work-Based Learning Opportunities
- Key Components
- Documentation Requirements
- C10 TRAC Binder
- Youth Employment Rules
- MCPA



WHAT IS WORK-BASED LEARNING? (WBL)

To provide students with a planned program of job training and other employment experiences related to a chosen career.



BENEFITS OF WBL

- Better prepared for future employment
- Learn how to prioritize their time
- Improved attendance and better grades
- Explore career options and narrow down career choices
- Develop better problem-solving skills and interpersonal skills
- Transition from student to professional
- Better understanding of real-life issues
- Students marketability increases after graduation
- Build a stronger network



KEY COMPONENTS

- Student Grade Level (CTE 11-12)
- Certified Teacher (Vocationally certified for CTE)
- Pupil Accounting Requirements
 - Time sheets for attendance
 - Work-based experience cannot be more than ½ of FTE
 - Documentation must be completed before count day
- Workers Compensation/General Liability Required
- Record Retention



WBL Training Agreement vs. Work Permits

- Minors working under an executed Work-Based Learning agreement may not work beyond the specified dates and times listed
- Minors must have work permits when a WBL training agreement does not exist
- Minors not under an executed WBL training agreement cannot work during school hours



DOCUMENTATION REQUIREMENTS

WORKSITE VISITS

- The WBL Coordinator must visit:
 - Prior to placement
 - Once every 9 weeks
 - Every 30 days for special education students



TRAINING AGREEMENT

- An agreement between district, employer, student, and parent
- Must be on file before work-based placement
- Takes the place of a work permit




TRAINING PLAN

- * The plan details specific job tasks and outlines the educational program to be learned by the trainee
- * Specific unduplicated skills need to be listed for each 45 hours of unpaid placement
- * The performance elements CTE/job skills (non-CTE) shall be used to assess the pupil's progress




SAFETY

- Safety instruction must be given before placement
- A date must be provided of when safety training occurred



TRAC REQUIREMENTS

Classification of Instructional Programs (CIP) Self Review 2008-2013 for
Michigan Secondary Career and Technical Education (CTE) State Approved Program

C14 – Work Based Learning	Program Criteria	Evidence		Administrator's Verification
		Yes	No	
<p>Does not apply to Family and Consumer Sciences Programs</p> <p>Carl D. Perkins, § 135(b)(3,4)</p> <p>Administrative Guide for Career and Technical Education in Michigan</p>	<p>Work-Based Learning: meets all criteria</p> <p>CTE Program-related Work Based Learning is required for all occupational students.</p> <p>Required:</p> <ul style="list-style-type: none"> <input type="checkbox"/> At least one CTE work-based learning experience for each student related to program interest area <input type="checkbox"/> Following work-based learning state guidelines <p>AND</p> <p>Criteria is met if at least one Work Based learning experience specific to the occupational area is checked below for all students in a program:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Cooperative Education experiences specific to the Occupational program* <input type="checkbox"/> Capstone Experiences * <input type="checkbox"/> Job Shadowing <input type="checkbox"/> Field Trips <input type="checkbox"/> Internships/Externships <input type="checkbox"/> Work-based Learning – Rotations * <input type="checkbox"/> School-based Enterprise(s) sponsored by business & industry partner for public access. <input type="checkbox"/> Other – (describe): _____ <p>NOTE: In-District Placements for Specific Programs Outlined in the Pupil Accounting Manual</p> <ul style="list-style-type: none"> * Must Follow Pupil Accounting Guidelines • Pupil Accounting Manual: http://www.michigan.gov/mde/0,1807,7,1454930_9091_49860_--30_0000_ • Work-Based Learning: http://www.michigan.gov/mde/0,1807,7,1454930_9091_49860_--30_0000_ 	<p>SAMPLE EVIDENCE</p> <p>Student list indicating experience for every student in specific occupational program area.</p> <p>School district documentation of WBL.</p>	<input type="checkbox"/>	<input type="checkbox"/>

Paid/Unpaid WBL for State Approved CTE Programs

FIGURE 2. EMPLOYER ENGAGEMENT AT ALL POINTS ALONG THE CONTINUUM



Note: Guest Speaker must be combined with one or more activities in the Least Intensive column.

Figure 2 taken from *Not as Hard as You Think: Engaging High School Students in Work-Based Learning* by Charlotte Cahill and Sheila Jackson, May 2015, p. 7; *Pathways to Prosperity Network* – An Initiative of Jobs for the Future and the Harvard Graduate School of Education

WHAT IS MCPA

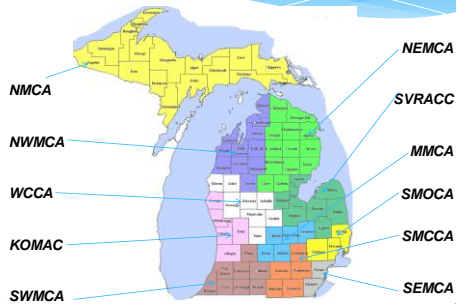
MCPA is a professional organization whose goal is to provide direction and leadership to individuals involved in Work-Based Learning.



BENEFITS OF MCPA

- Professional Development
 - Fall WBL Workshop – Mt. Pleasant, MI (October 26-27, 2015)
- Communication
 - Newsletters
 - Networking
 - Regional meetings
 - State updates
 - Ask the board a question
- Resources
 - Website – sample forms and documents





HELPFUL RESOURCES

- Work-Based Learning Guide for Risk Management
 - www.michigan.gov/octe
 - Instructional Programs (left side of page), Resources, Work Based Learning Guide
- Administrative Guide for CTE in Michigan
 - www.michigan.gov/octe
 - Notable Resources (left side), CTE Administrative Guide
- Michigan Career Placement Association
 - <http://www.micareerplacement.org>
- Michigan Transition Services Association
 - <http://www.michigantsa.com>



QUESTIONS?

CONTACT INFORMATION

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| <ul style="list-style-type: none"> ▪ Beverly Brown, Michigan Department of Education <ul style="list-style-type: none"> ▪ brownb21@michigan.gov ▪ (517) 335-4670 ▪ Tara Bride, Michigan Department of Education <ul style="list-style-type: none"> ▪ bridet@michigan.gov ▪ (517) 335-6041 | <ul style="list-style-type: none"> ▪ Rachel Hard, Branch Area ISD <ul style="list-style-type: none"> ▪ hardr@branch-isd.org ▪ (517) 279-5727 ▪ Brian Ciloski, State Aid and School Finance/Pupil Accounting <ul style="list-style-type: none"> ▪ CiloskiB@michigan.gov ▪ (517) 373-3352 |
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